



Discovery Solutions
Generating Success for Customers



Discovery Management Software®

How to set up and manage quarantine stock

Business Considerations

1. If it is important to quarantine or separate some of your inventory from your regular inventory, then you must determine how it will be handled both in the warehouse and in the computer records. Once a location has been created in the warehouse, then a virtual or quarantine warehouse can be set up in the computer for any stock that should not be used as regular inventory.
2. The set-up of the quarantine warehouse will allow the purchasing and order entry staff to clearly see that the inventory in this warehouse is not available to be sold. Stock can either be purchased from a vendor or received in the virtual warehouse or stock transferred into the virtual warehouse from its current location.
3. When the quarantine period is complete, the inventory controller would simply stock transfer the inventory from the virtual warehouse to one of the regular warehouse locations.
4. The virtual warehouse will have to be assigned to a branch. It can be the same branch as the regular warehouse or you may decide to set up a new branch so that any G/L entries can be segregated for the quarantine product.

Computer Instructions

1. To set up a virtual or quarantine warehouse go to General Systems, System Tailoring, Company Structure, and Warehouses.
2. Follow the steps as per the Material Management user manual. It will be important to set the warehouse up as a shipping warehouse only so that you cannot accidentally sell product from that warehouse.
3. When a purchase order is created make sure to use the number that you created for the virtual warehouse. When the P.O. is received it will go directly into the virtual warehouse inventory.
4. When the quarantine period has ended you can stock transfer the product to you main warehousing system.

This manual is currently being re-written to reflect the newest functions that have recently been added to Discovery Management Software®. Please use this version of the manual as a guide to learning the software. For New Discovery Customers, when you encounter a software function that is not in the manual but is part of your training checklist (provided by your Project Manager), then please contact your Project Manager who will create a custom manual for you or provide training on the new function at no additional charge